

CDNI Care Pty Ltd
Staff File Checklist

Please indicate which tasks have been completed using the following symbols:

✓	Completed
N/A	Not Applicable

Employee: _____ Date: _____

Staff File (HR):	Issued	To File	HRIS	Payroll	ICT
• Staff Details Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
• Choice of Super Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
• Police Check/WWCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
• Private Motor Vehicle Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
• Tax File Number Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
• Letter of Offer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
• Contract of Employment/Award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
• Salary Sacrifice (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
• Private Motor Vehicle Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
• Fair Work Act Information	<input type="checkbox"/>	N/A	N/A	N/A	N/A
• Staff Induction Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
• Referee Checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
• Employment Recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
• User Account	<input type="checkbox"/>	N/A	N/A	N/A	<input type="checkbox"/>
• Mobile Phone Required	<input type="checkbox"/>	N/A	N/A	N/A	<input type="checkbox"/>
• Credit Card Required	<input type="checkbox"/>	N/A	N/A	N/A	N/A
• Office Key	<input type="checkbox"/>	N/A	N/A	N/A	N/A

Admin signature

Date: